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STANDARD FORM NO.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 17 December 1957

25X1

FROM : Chief, Operations Support Faculty

25X1

SUBJECT: Weekly Report No. 51, 10 December - 17 December 1957

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1. The case for Operations Support has been completed and went to the printers on 16 December. 25X1

2. In a recent discussion with [] the Director of Personnel asked that [] be invited to address key Personnel people on the functions of the A&E Staff. [] readily accepted Mr. Stewart's invitation and [] is making necessary plans for the informational meeting. 25X1

3. As requested by [] Chief, Machine Records Division, [] is planning a training session on the new Personnel Information Card. To assure maximum benefit from this session through the possible inclusion of other pertinent instruction, [] has conferred with [] Chief, Payroll Branch and [] of the Records and Services Division Office of Personnel. 25X1

4. [] has been reviewing his Personnel lectures with [] Executive Officer, Office of Personnel, to make sure the latest directives and developments are given proper emphasis in these lectures. 25X1

5. [] from OTR Graphics and [] reviewed the need for a new training aid in the Operations Support and Administrative Procedures classroom (136, []). A drawing is being prepared by [] which will provide the following facilities: blackboard, magnet board, blanket board, projection screen and chart display boards. If the drawing is approved, a request will be submitted through channels to the Office of Logistics for the construction of this training aid. 25X1

6. [] is in the process of revising the Field Property Accounting lecture, study guide, and problems to conform with the new Field Handbook [] which is expected to go into effect in the near future. 25X1

7. [] attended the weekly Finance staff meeting.



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